



GENERAL HEALTH & SAFETY POLICY STATEMENT

It is the policy of Zodiac Training, as far as reasonably practicable, to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people, including visitors and contractors, who may be affected by our activities.

The allocation of duties, for matters relating to health and safety and the particular arrangements, which will be made to implement the policy, are as set out in full in the Health and Safety Manual.

It is the intention of Zodiac Training to ensure this policy is kept up to date, particularly when changes in business practice, nature and size occur. We will also ensure that this policy, its arrangements and the way it has operated is reviewed annually.

RESPONSIBILITIES

- 1) The nominated Health & Safety Representative is responsible for this policy being carried out within Zodiac Training premises and their name will be clearly displayed within the centre health and safety structure.
- 2) All employees have the responsibility to co-operate with persons tasked with health and safety matters to achieve a healthy and safe workplace and to take reasonable care of themselves, and others. They are also required to comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant statutory requirements.
- 3) Whenever an employee, supervisor or manager notices a health and safety problem that they are not able to put right, they must immediately inform their superior or safety representative. The name of the person responsible for this function at each location will be clearly displayed alongside the insurance certificates for Employers and Public Liability insurance.
- 4) All employees ensure that learners are aware of their entitlement to learning that takes place in a safe, healthy environment and learners knowledge of risks in the workplace are developed throughout the programme of learning.
- 5) Overall and final responsibility for health and safety within Zodiac Training is that of Lilian Mains, Managing Director.

A handwritten signature in black ink, reading "Lilian M. Mains".

**Lilian M Mains
Managing Director**